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PROCEDURES FOR THE INITIATION AND REVIEW OF RESEARCH PROJECTS

Procedures Instructions No. 4

15 AUGUST 1958

CENTRAL INTELLIGENCE AGENCY  
OFFICE OF THE CHIEF, ECONOMIC RESEARCH  
OFFICE OF RESEARCH AND REPORTS

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Preparation of Current Support Memoranda1. Purpose

Current Support Memoranda (CSM) are among the media by which ORR supports the DD/I, OCI, and the NIC on matters of current economic intelligence. A CSM, therefore, should perform at least one of the following functions:

A. Present economic Intelligence of such currency and interest and in such manner that it may be extracted or used virtually verbatim in one of the various OCI publications.

B. Present an analysis of specific current economic developments providing an indication of Communist intentions, whether aggressive or peaceful, or of factors limiting or facilitating Communist action.

C. Present an analysis of a general economic situation and the background thereof which may assume importance to U.S. national security within the immediate future.

Current Support Memoranda may be originated by any ORR analyst, or by a request from the DD/I, OCI, or a member of the Current Support Staff (St/CS).

Any economic activity within ORR's charter of responsibility which fits the above criteria is a legitimate subject of a CSM. The currency of the information is of primary importance, although currency may be determined not only by the date of information, but also by the completion date of research leading to intelligence conclusions which had not

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existed previously. To qualify, a CSM must be of interest to many parts of the intelligence community, must analyze fully the significance of the information reported, and be written so that it can be easily understood.

Several guides for the selection of items for Current Support

Memoranda may be profitably used by the ORR analysts, such as the (SECRET)

General Indicator List, National Indications Center approved 11 February by IAC, published 24 February 1958; DCID 1/2, Terms of Reference, Watch Committee of the IAC (11 May 54), and OCI publications.

Although CSM's are informal publications, with an appropriate caveat, they are normally accepted by recipients as finished intelligence. They, therefore, should be prepared as carefully as more formal intelligence reports. Prior to submission, they must be thoroughly coordinated with all interested Branches to insure that they reflect the position of ORR.

2. Circulation

As a result of the increasing participation of ORR in current intelligence support and the continuing substantive improvement of Current Support Memoranda, their circulation has increased. Among the approximately 80 recipients are the DD/I, AD/CI, interested branches of OCI, AD/RR, Ch/E, all Branches of the Economic Research Area, Ch/G, ONE, OSI, DAD/CR and DD/P, as well as ORR [REDACTED] Outside 25X1A6a

CIA, copies are sent to the NIC and NSA. CSMs on specific subjects may be sent to individuals in other IAC Agencies. Depending upon subject and

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classification, selected CSM's are sanitized by St/C and sent to [REDACTED]

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at CIA. CSM's classified "Secret" or below are coded, intellofaxed and filed by the OCR library. Through this procedure they are made available to the IAC community, although each release to an IAC member requires the specific approval of St/CS and St/C.

### 3. Style

Current Support Memoranda should not exceed 4-5 legal size pages, triple spaced. If an analyst thinks that he cannot limit his memorandum to this extent, he should consult with the St/CS. The style of writing and the organization of the memorandum should approximate that used in OCI publications. The two styles used are "Review Style" and "Source-Comment Style":

A. Review Style: In this style the first paragraph summarizes the "meat" of the article. It states the essential facts of the situation and the significance of these facts. The summary paragraph is limited to about 15 lines. The succeeding paragraphs then develop the story in a logical sequence. This style is similar to that of the New York Times and is followed scrupulously in the Current Intelligence Weekly.

B. Source-Comment Style: In this style the first paragraph lists the significant information in the primary source for the CSM. The following

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paragraphs contain the analyst's comments. This style, which is used in the Current Intelligence Digest, will not be used on any CSM which exceeds two, triple spaced legal pages.

In both styles it is desirable to indicate in the text the general type of source supplying the information. For example: "a recent press report....."; "official statistics....."; "a usually reliable source"; "a repatriate....."; etc. In the transmission of materials to foreign governments, however, security considerations require the deletion of specific reference to covert and OO sources; e.g. "a [REDACTED] highway technician.....", etc. To facilitate clearance, therefore, such detailed citations should not be used. All sources must be listed at the end of the memorandum and referenced by arabic numerals, as in all ORR reports. Sources need not be evaluated, since it is assumed that they would not be used unless credible to the analyst. In listing source references, extreme care must be exercised to insure that all security restrictions with respect to dissemination are noted, so that sensitive information will not pass to unauthorized agencies--especially to the [REDACTED] 25X6A 25X1C8e

#### 4. Graphics

Maps are permissible when in the judgment of St/CS their use is necessary for clear presentation of the subject. Normally the map will be restricted to two colors and black or to overprinting on already available stock base maps. Map work for CSM's will be requested by St/CS.

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Simple tabular presentation of relevant data is encouraged.

Complex tabular presentation of large quantities of data is out of place in a CSM. Graphic presentation of data in a CSM is not generally possible.

5. Review of CSM's

An original and two copies of each proposed Current Support Memorandum should be submitted to St/CS through established Division procedures, with at least Branch Chief approval. St/CS is responsible for both the substantive and editorial correctness of all CSM's. The Chief St/CS will submit copies of all CSM's to the Chief/E for review and approval when they are ready for publication.

Upon receipt of a proposed CSM, St/CS will evaluate the draft within the framework of the established publication criteria outlined above. If the article is to be published, either as a CSM or as an article in one of the OCI publications, it will be edited and returned to the originator for his approval. If it is decided not to publish the proposed CSM, a memorandum outlining the reasons for rejection will be sent to the analyst via the Division Chief. Normally a CSM draft which is used as the basis for an article in an OCI publication will not be published separately as a CSM.